



**ADMINISTRATIVE LAW JUDGE I,
DEPARTMENT OF SOCIAL SERVICES
(DEPARTMENTAL - OPEN EXAMINATION)

EXAM CODE: 3BP01**

Department:	Department of Social Services
Final File Date:	Continuous Filing
Exam Type:	OPEN Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Salary:	MONTHLY-RANGED-SALARY - \$7,494 - \$9,463
Location:	Los Angeles Oakland Sacramento San Diego

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. Anyone

who meets the minimum qualifications as stated may apply. Applications will not be accepted on a promotional basis. Once you have taken the examination, you may not reapply for twelve (12) months.

POSITION DESCRIPTION

Under direction, to preside over quasi-judicial hearings as provided under the Welfare and Institutions Code 10950 and other applicable statutes; to render final and proposed decisions involving the full complement of issues pursuant to delegation or to assist the agency in formulating its decisions; and to do other related work.

FILING INSTRUCTIONS

Standard State Application (STD.678) and the Supplemental Application must be filed together.

Application (STD) can be obtained at: <http://jobs.ca.gov/pdf/std678.pdf>

Supplemental Application can be obtained at:

<http://www.dss.cahwnet.gov/pdf/final5supapptest.pdf>

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged on the eligible list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

MINIMUM QUALIFICATIONS

Active membership in The California State Bar and admission to practice law in California for at least five years immediately preceding application for appointment. **AND**

EITHER I

Experience: One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

OR II

Five years of experience in the practice of law[*], which shall have included at least two years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The State Bar.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION - WEIGHTED 100%

A candidate may be tested only once during any 12 month period.

This examination will consist of a Supplemental Application only. The information on the Supplemental Application will be assessed competitively based on each candidate's relevant training and experience.

The Supplemental Application will be evaluated by pre-established rating criteria. All candidates **must complete a Supplemental Application** and mail in with their application (STD Form 678). Candidates will be **disqualified from the exam** if a Supplemental Application is not submitted. The Supplemental Application can be obtained at: <http://www.dss.cahwnet.gov/pdf/final5supapptest.pdf>

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications and resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information may be rejected from this examination. Please include the examination title on the application.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. State and federal public assistance programs.
2. Administrative hearing proceedings.
3. Rules of evidence governing such procedures in order to properly manage hearings and determine the relative weight to be given the evidence submitted.
4. Laws, legal codes, precedents, government regulations, and agency rules relating to public assistance programs and child support enforcement.
5. Legal research in order to confirm the applicability of legal principles to a particular case.
6. Court decisions interpreting the powers of administrative boards and agencies.
7. Principles and theories of administrative law and the judicial review of administrative actions.
8. Legal terms and forms in common use in administrative proceedings.
9. Computer word processing software.

Ability to:

1. Communicate effectively both orally and in writing as appropriate for the needs of the parties.
2. Listen effectively by giving full attention to what parties and witnesses are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Manage one's caseload to ensure timely decisions.
4. Keep up with changes in law, regulation and policy
5. Use logic, reasoning and analysis to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Identify, consider and evaluate options to arrive at appropriate solutions to issues identified during a hearing.
7. Perform legal research in order to formulate final and proposed decisions.
8. Analyze and apply legal principles, evidentiary rules, and precedents to legal problems in order to prepare final and proposed decisions.
9. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law in order to write proposed or final decisions.
10. Conduct fair and impartial hearings in a manner that will obtain and consider all pertinent evidence and develop a record for any future rehearing or judicial reviews.
11. Maintain a fair and impartial attitude and judicial demeanor to ensure hearings are conducted fairly.
12. Communicate clearly, verbally and in writing, in order to fully discuss and develop issues.
13. Establish and maintain cooperative working relations in order to effectively allow for the full discussion of issues.
14. Combine pieces of information to form general rules or conclusions.
15. Conduct hearings that gain confidence and respect of the parties.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

ADDITIONAL DESIRABLE QUALIFICATIONS

Willingness to travel, tact, and judicial temperament.

CAREER CREDITS

Career credits do not apply for this examination.

DISCLAIMER

Please click on the link below to review the official job class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance of the others who take this test and all candidates who pass will be ranked accordingly to their scores.

The Department of Social Services reserves the right to revise the examination plan to better meet the needs of the department, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II, The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race, color, national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will

be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If you have any questions concerning the exam, please contact:

California Department of Social Services
P.O. Box 94423, Sacramento, CA 94244-2430
(916) 657-1762

If you have any questions concerning the position, please call (916) 651-0904.

If deaf or hearing impaired, please call the California Relay Service:

TDD phones: 1-800-735-2929

Voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457